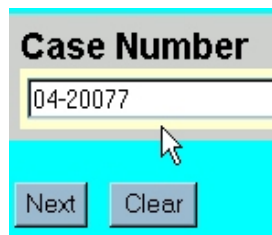


File a Request for Transcript Re: Appeal.

STEP 1 Select **Bankruptcy or Adversary**, whichever is appropriate, from the **Main Menu**, and then click on **Appeal**.

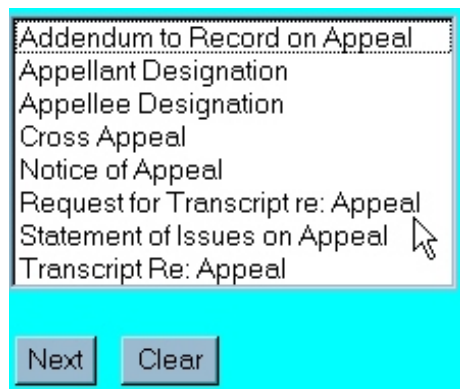


STEP 2 The **Case Number** entry screen displays.



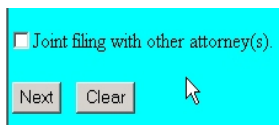
- ◆ **Case Number** - enter a case number in YY-NNNNN or YY-NNNN format
- ◆ Click on the **Next** button.

STEP 3 The **select the type of document being filed** screen displays.



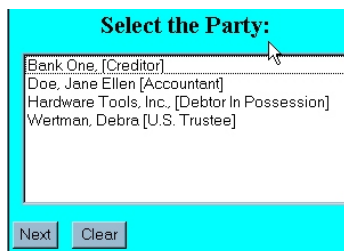
- ◆ Click on **Request for Transcript re: Appeal**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



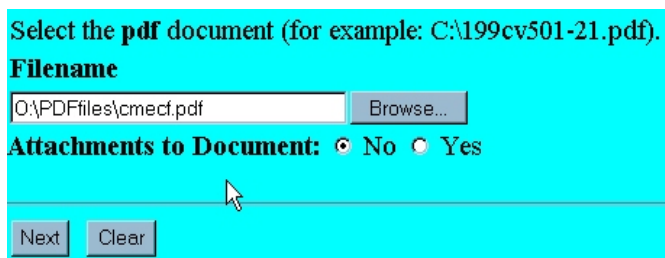
- ◆ Click in the **Joint filing with other attorney(s)** box if this is a joint filing to add any additional attorneys.
- ◆ Click **Next** to continue.

STEP 5 The **Select the Party** screen displays.



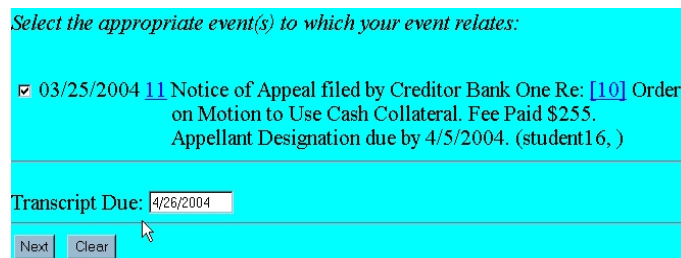
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



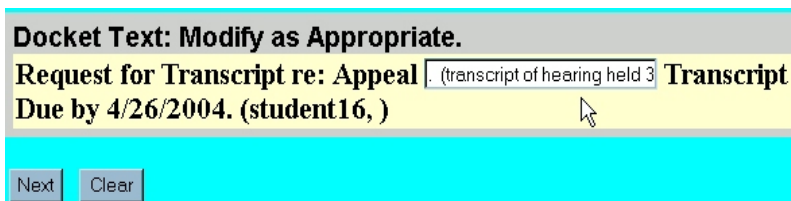
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **No** radio button if there are no attachments; click on the **Yes** radio button if you have attachments.
- ◆ Click on the **Next** button.

STEP 7 The **Select the appropriate event(s)** screen displays.



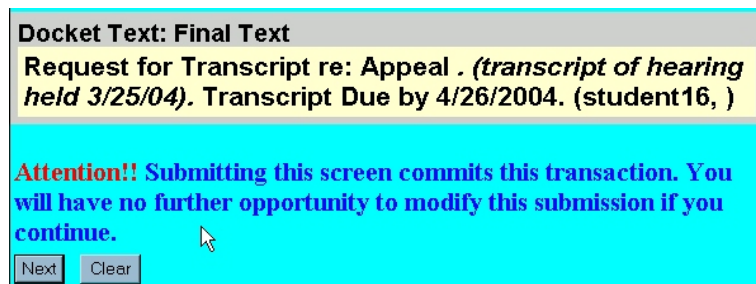
- ◆ Click in the box next to the appropriate Notice of Appeal.
- ◆ Type in the **Transcript Due** date (30 days from the date the court reporter receives your request or the next business day if the date falls on a weekend or holiday).
- ◆ Click on the **Next** button.

STEP 8 The **Docket Text: Modify as Appropriate** is displayed.



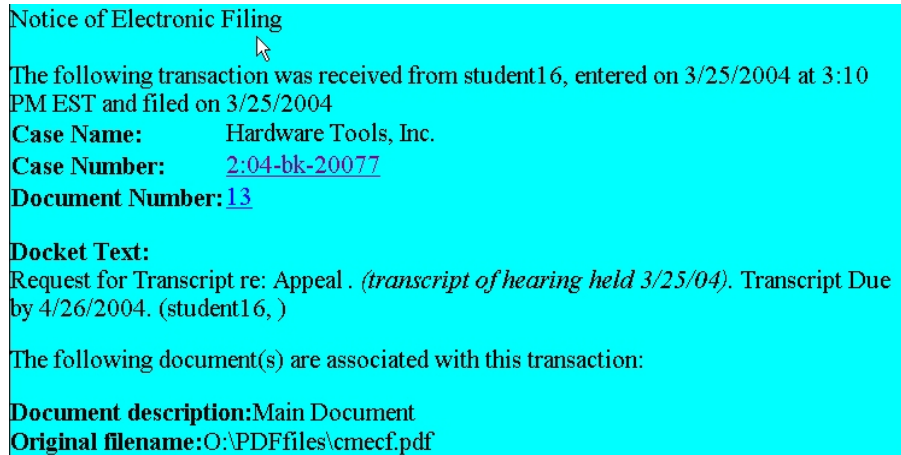
- ◆ Add appropriate text if needed in the box provided.
- ◆ Click on the **Next** button.

STEP 9 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

A screenshot of a web browser window displaying the 'Notice of Electronic Filing' screen. The title bar at the top reads 'Notice of Electronic Filing'. The main content area has a light blue background and contains the following text: 'The following transaction was received from student16, entered on 3/25/2004 at 3:10 PM EST and filed on 3/25/2004'. Below this, it lists 'Case Name: Hardware Tools, Inc.', 'Case Number: 2:04-bk-20077' (with a blue underline), and 'Document Number: 13' (with a blue underline). A section titled 'Docket Text:' follows, containing the text 'Request for Transcript re: Appeal . (transcript of hearing held 3/25/04). Transcript Due by 4/26/2004. (student16,)'. The next line states 'The following document(s) are associated with this transaction:'. At the bottom, it shows 'Document description: Main Document' and 'Original filename: O:\PDFfiles\cmecf.pdf'. A mouse cursor is visible over the title bar.

Notice of Electronic Filing

The following transaction was received from student16, entered on 3/25/2004 at 3:10 PM EST and filed on 3/25/2004

Case Name: Hardware Tools, Inc.

Case Number: [2:04-bk-20077](#)

Document Number: [13](#)

Docket Text:

Request for Transcript re: Appeal . (transcript of hearing held 3/25/04). Transcript Due by 4/26/2004. (student16,)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\cmecf.pdf